Rule 13.2
Indefinite appointment

(a) A staff member holding an indefinite appointment as at 30 June 2009 shall retain the appointment until he or she separates from the Organization. Effective 1 July 2009, the staff member's indefinite appointment shall be governed by the terms and conditions applicable to continuing appointments under the Staff Regulations and the Staff Rules, except as provided under the present rule.

(b) Staff members holding an indefinite appointment may resign by giving 30 days' written notice.

(c) The Secretary-General may at any time terminate the appointment of a staff member who holds an indefinite appointment if in his or her opinion such action would be in the interest of the United Nations. Staff regulation 9.3 (b) and staff rule 9.6 (d) do not apply to indefinite appointments.

Rule 13.3
Probationary appointment

(a) A staff member holding a probationary appointment as at 30 June 2009 shall continue to serve his or her period of probationary service under such appointment, which shall normally be two years. In exceptional circumstances, the period of probationary service may be reduced or extended by not more than one year.

(b) Effective 1 July 2009, probationary appointments shall be governed by the terms and conditions applicable to fixed-term appointments under the Staff Regulations and the Staff Rules, except as provided under the present rule.

(c) Without prejudice to the provisions of staff rule 4.13 (c), the Secretary-General may in appropriate cases reduce or waive the required period of probationary service following an equivalent period of continuous service on a 100-series fixed-term appointment.

(d) The Secretary-General may at any time terminate the appointment of a staff member who holds a probationary appointment if in his or her opinion such action would be in the interest of the United Nations.

(e) If the necessities of service require abolition of a post or reduction of the staff and subject to the availability of suitable posts in which their services can be effectively utilized, staff members with probationary appointments shall be retained in preference to those on fixed-term or indefinite appointments, provided that due regard shall be given in all cases to relative competence, integrity and length of service. Due regard shall also be given to nationality in the case of staff members with no more than five years of service and in the case of staff members who have changed their nationality within the preceding five years when the suitable posts available are subject to the principle of geographical distribution.

(f) At the end of his or her probationary service, a staff member who holds a probationary appointment shall either be granted a permanent appointment or be separated from service.

(g) The central review bodies shall review the suitability for permanent appointment of staff members holding a probationary appointment to ensure that

they have fully demonstrated their suitability as international civil servants and have shown that they meet the highest standards of efficiency, competence and integrity established by the Charter of the United Nations. The central review bodies may recommend conversion to permanent appointment, extension of the probationary period for one additional year or separation from service.

Rule 13.4
100-series fixed-term appointment

(a) A staff member holding a 100-series fixed-term appointment as at 30 June 2009 shall continue to serve the period of the appointment until the expiration date specified in his or her letter of appointment, except as provided in staff rule 13.7. Effective 1 July 2009, 100-series appointments shall be governed by the terms and conditions applicable to fixed-term appointments under the Staff Regulations and the Staff Rules, except as provided under the present rule.

(b) Notwithstanding that a 100-series fixed-term appointment does not carry any expectancy of renewal or of conversion to any other type of appointment, a staff member who has completed five years of continuous service on a 100-series fixed-term appointment on or before 30 June 2009 who has fully met the highest standards of efficiency, competence and integrity and who is under the age of 53 years on the date on which he or she reaches five years of qualifying service will be given every reasonable consideration for a permanent appointment, taking into account all the interests of the Organization.

Rule 13.5
200-series appointment

A staff member holding a 200-series short-term, intermediate or long-term appointment as at 30 June 2009 shall continue to serve the period of the appointment until the expiration date specified in his or her letter of appointment. Effective 1 July 2009, 200-series appointments shall be governed by the terms and conditions applicable to fixed-term appointments under the Staff Regulations and the Staff Rules and under conditions established by the Secretary-General.

Rule 13.6
300-series appointment

A staff member holding a 300-series short-term appointment as at 30 June 2009 shall continue to serve the period of the appointment until the expiration date specified in his or her letter of appointment. Effective 1 July 2009, 300-series short-term appointments shall be governed by the terms and conditions applicable to temporary appointments under the Staff Regulations and the Staff Rules.

Rule 13.7
Mission appointment

Staff members serving as Field Service Officers will be subject to the original conditions of employment applicable to that category of staff until 30 June 2011, including those relating to deployment at short notice to any duty station, subject to conditions established by the Secretary-General.

Rule 13.8
Non-resident allowance

Pursuant to annex I to the staff regulations, staff members who were in receipt of a non-resident allowance on 31 August 1983 may continue, while eligible, to receive the non-resident allowance at the rate and in accordance with the provisions in effect at that time.

Rule 13.9
Internal system of justice

The Secretary-General shall establish procedures that will apply to cases pending in the system of the administration of justice on or before 30 June 2009.

Annexes to the Staff Regulations

Annex I

Salary scales and related provisions

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to 10 months and 20 months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions, conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations Office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an

appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

Effective 1 January 2012

(United States dollars)

		Steps														
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
USG	Gross	189 349														
	Net D	146 044														
	Net S	131 432														
ASG	Gross	172 071														
	Net D	133 950														
	Net S	121 297														
			•	•	•	•	•									
D-2	Gross	141 227	144 223	147 221	150 227	153 351	156 476									
	Net D	112 096	114 283	116 471	118 659	120 846	123 033									
	Net S	102 981	104 827	106 666	108 500	110 329	112 147									
						•	•	•	•	•						
D-1	Gross	129 047	131 678	134 304	136 936	139 568	142 197	144 830	147 459	150 093						
	Net D	103 204	105 125	107 042	108 963	110 885	112 804	114 726	116 645	118 565						
	Net S	95 394	97 062	98 728	100 388	102 047	103 702	105 349	106 996	108 638						
												•	•	•		
P-5	Gross	106 718	108 955	111 195	113 430	115 670	117 905	120 147	122 384	124 622	126 860	129 099	131 336	133 575		
	Net D	86 904	88 537	90 172	91 804	93 439	95 071	96 707	98 340	99 974	101 608	103 242	104 875	106 510		
	Net S	80 734	82 186	83 633	85 079	86 524	87 963	89 402	90 838	92 272	93 703	95 132	96 556	97 981		
														•	•	•
P-4	Gross	87 933	89 929	91 924	93 919	95 916	97 910	99 908	102 059	104 219	106 377	108 540	110 696	112 856	115 018	117 178
	Net D	72 467	74 044	75 620	77 196	78 774	80 349	81 927	83 503	85 080	86 655	88 234	89 808	91 385	92 963	94 540
	Net S	67 483	68 918	70 354	71 784	73 215	74 645	76 074	77 500	78 924	80 349	81 770	83 191	84 612	86 030	87 447
															•	•
P-3	Gross	72 267	74 114	75 962	77 808	79 657	81 503	83 348	85 199	87 046	88 892	90 742	92 586	94 437	96 282	98 128
	Net D	60 091	61 550	63 010	64 468	65 929	67 387	68 845	70 307	71 766	73 225	74 686	76 143	77 605	79 063	80 521
	Net S	56 091	57 433	58 777	60 118	61 462	62 803	64 143	65 488	66 828	68 170	69 508	70 847	72 182	73 521	74 859
													•			
P-2	Gross	59 267	60 920	62 571	64 225	65 877	67 528	69 182	70 832	72 485	74 139	75 790	77 443			
	Net D	49 821	51 127	52 431	53 738	55 043	56 347	57 654	58 957	60 263	61 570	62 874	64 180			
	Net S	46 730	47 915	49 096	50 279	51 461	52 645	53 847	55 046	56 251	57 452	58 650	59 854			
P-1	Gross	46 399	47 878	49 348	50 891	52 476	54 063	55 653	57 243	58 827	60 415					
	Net D	39 439	40 696	41 946	43 204	44 456	45 710	46 966	48 222	49 473	50 728					
	Net S	37 202	38 359	39 516	40 671	41 827	42 982	44 138	45 280	46 416	47 553					

D Rate applicable to staff members with a dependent spouse or child.

S Rate applicable to staff members with no dependent spouse or child.

• The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Annex II

Letters of appointment

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and the period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions which may be applicable;

(vii) That a temporary appointment does not carry any expectancy, legal or otherwise, of renewal. A temporary appointment shall not be converted to any other type of appointment;

(viii) That a fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service;

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules;

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex III

Termination indemnity

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c), (d) and (e) below and in regulation 9.3, the termination indemnity shall be paid in accordance with the following schedule:

	Months of gross salary, less staff assessment, where applicable		
Completed years of service	*Temporary appointments exceeding six months*	*Fixed-term appointments*	*Continuing appointments*
Less than 1	One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay	One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay	Not applicable
1			Not applicable
2			3
3			3
4			4
5			5
6		3	6
7		5	7
8		7	8
9	Not applicable	9	9
10		9.5	9.5
11		10	10
12		10.5	10.5
13		11	11
14		11.5	11.5
15 or more		12	12

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of the present annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds;

(c) A staff member whose appointment is terminated for unsatisfactory service or who for disciplinary reasons is separated from service for misconduct other than by dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of the present annex;

(d) No indemnity payments shall be made to:

(i) A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

(ii) A staff member who has a temporary or a fixed-term appointment that is completed on the expiration date specified in the letter of appointment;

(iii) A staff member who is dismissed;

(iv) A staff member who abandons his or her post;

(v) A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund;

(e) Personnel specifically engaged for conference and other short-term service, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

Annex IV

Repatriation grant

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

Years of continuous service away from home country	*Staff member with a spouse or dependent child at time of separation*	*Staff member with neither a spouse nor dependent child at time of separation*	
		Professional and higher categories	*General Service category*
	Weeks of gross salary, less staff assessment, where applicable		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

Appendices to the Staff Rules

Appendix A

Pensionable remuneration for staff in the Professional and higher categories and salary scales and pensionable remuneration for staff in the Field Service category

Pensionable remuneration for staff in the Professional and higher categories

Effective 1 February 2013

(United States dollars)

	Step														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	301 443														
Assistant Secretary-General															
ASG	278 617														
Director															
D-2	231 676	236 943	242 208	247 468	252 732	257 995									
Principal Officer															
D-1	210 577	214 896	219 215	223 524	227 842	232 374	237 003	241 629	246 248						
Senior Officer															
P-5	175 226	178 897	182 568	186 245	189 915	193 588	197 258	200 934	204 605	208 278	211 951	215 632	219 569		
First Officer															
P-4	143 031	146 571	150 103	153 637	157 180	160 711	164 248	167 788	171 321	174 854	178 387	181 935	185 465	189 002	192 540
Second Officer															
P-3	117 554	120 559	123 558	126 554	129 559	132 557	135 557	138 562	141 702	144 985	148 264	151 543	154 825	158 104	161 384
Associate Officer															
P-2	96 441	99 131	101 810	104 495	107 179	109 862	112 545	115 226	117 913	120 597	123 276	125 962			
Assistant Officer															
P-1	75 099	77 684	80 261	82 838	85 419	87 995	90 580	93 155	95 735	98 313					

Salary scale for staff in the Field Service category, showing annual gross salaries and net equivalents after application of staff assessment

Effective 1 January 2012

(United States dollars)

		Steps													
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
												*	*			
FS-7	Gross	87 400	89 505	91 610	93 708	95 808	97 910	100 016	102 286	104 564	106 838	109 114	111 392			
	Net D	72 046	73 709	75 372	77 029	78 688	80 349	82 012	83 669	85 332	86 992	88 653	90 316			
	Net S	67 098	68 626	70 147	71 671	73 189	74 645	76 237	77 757	79 280	80 801	82 277	83 739			
												*	*			
FS-6	Gross	72 744	74 676	76 613	78 542	80 472	82 405	84 341	86 280	88 209	90 141	92 075	94 006			
	Net D	60 468	61 994	63 524	65 048	66 573	68 100	69 629	71 161	72 685	74 211	75 739	77 265			
	Net S	56 439	57 842	59 252	60 654	62 056	63 461	64 864	66 273	67 673	69 075	70 474	71 871			
FS-5	Gross	62 605	64 252	65 900	67 548	69 199	70 849	72 500	74 148	75 803	77 449	79 099	80 749	82 396		
	Net D	52 458	53 759	55 061	56 363	57 667	58 971	60 275	61 577	62 884	64 185	65 488	66 792	68 093		
	Net S	49 120	50 298	51 479	52 663	53 862	55 060	56 261	57 458	58 660	59 860	61 058	62 254	63 452		
															*	*
FS-4	Gross	54 899	56 273	57 642	59 009	60 380	61 744	63 113	64 485	65 852	67 223	68 591	69 918	71 330	72 697	74 067
	Net D	46 370	47 456	48 537	49 617	50 700	51 778	52 859	53 943	55 023	56 106	57 187	58 235	59 351	60 431	61 513
	Net S	43 591	44 588	45 567	46 546	47 526	48 505	49 480	50 468	51 445	52 424	53 418	54 384	55 410	56 404	57 397
															*	*
FS-3	Gross	48 295	49 382	50 496	51 659	52 820	53 989	55 153	56 316	57 482	58 639	59 805	60 971	62 138	63 301	64 463
	Net D	41 051	41 975	42 892	43 811	44 728	45 651	46 571	47 490	48 411	49 325	50 246	51 167	52 089	53 008	53 926
	Net S	38 689	39 538	40 384	41 233	42 078	42 927	43 774	44 617	45 450	46 279	47 119	47 951	48 786	49 617	50 451
												*	*			
FS-2	Gross	42 908	43 864	44 824	45 776	46 734	47 688	48 602	49 600	50 600	51 628	52 656	53 682			
	Net D	36 472	37 284	38 100	38 910	39 724	40 535	41 312	42 160	42 974	43 786	44 598	45 409			
	Net S	34 474	35 223	35 969	36 717	37 464	38 215	38 928	39 712	40 460	41 211	41 956	42 705			
FS-1	Gross	38 196	39 038	39 878	40 718	41 556	42 402	43 241	44 080	44 922	45 760					
	Net D	32 467	33 182	33 896	34 610	35 323	36 042	36 755	37 468	38 184	38 896					
	Net S	30 799	31 455	32 109	32 763	33 417	34 077	34 736	35 389	36 047	36 704					

D Rate applicable to staff members with a dependent spouse or child.

S Rate applicable to staff members with no dependent spouse or child.

* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Pensionable remuneration for staff in the Field Service category

Effective 1 February 2013

(United States dollars)

	Step														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	142 245	145 982	149 721	153 451	157 189	160 711	164 668	168 401	172 138	175 874	179 611	183 352			
FS-6	118 331	121 471	124 617	127 749	130 890	134 032	137 166	140 340	143 765	147 199	150 634	154 060			
FS-5	101 866	104 538	107 220	109 899	112 580	115 255	117 937	120 614	123 297	125 975	128 655	131 330	134 011		
FS-4	89 354	91 581	93 802	96 026	98 247	100 472	102 694	104 922	107 141	109 366	111 589	113 738	116 034	118 259	120 481
FS-3	78 415	80 310	82 201	84 093	85 977	87 873	89 766	91 651	93 546	95 425	97 319	99 210	101 107	102 993	104 888
FS-2	69 085	70 674	72 350	74 018	75 688	77 356	78 954	80 696	82 366	84 042	85 709	87 378			
FS-1	61 494	62 850	64 204	65 552	66 903	68 263	69 618	71 053	72 522	73 985					

Appendix B

Education grant entitlements applicable in cases where educational expenses are incurred in specified currencies and countries

(Effective as from the school year in progress on 1 January 2013)

	(1)	(2)	(3)	(4)	(5)	(6)
Currency	*Maximum amount admissible educational expenses and maximum grant for disabled children*	*Maximum education grant*	*Normal flat rate when boarding not provided*	*Additional flat rate for boarding (at designated duty stations)*	*Maximum grant for staff members serving at designated duty stations*	*Calculation for maximum admissible educational expenses (attendance only)*
Euro						
Austria	18 240	13 680	3 882	5 824	19 504	13 064
Belgium	16 014	12 011	3 647	5 470	17 481	11 151
France[a]	11 497	8 623	3 127	4 691	13 314	7 328
Germany	20 130	15 098	4 322	6 484	21 582	14 367
Ireland	17 045	12 784	3 147	4 721	17 505	12 849
Italy	21 601	16 201	3 223	4 836	21 037	17 304
Netherlands	18 037	13 528	3 993	5 990	19 518	12 713
Spain	17 153	12 864	3 198	4 797	17 661	12 889
Danish krone	122 525	91 894	28 089	42 134	134 028	85 073
Japanese yen	2 324 131	1 743 098	609 526	914 290	2 657 388	1 511 430
Swedish krona	157 950	118 462	26 219	39 328	157 790	122 991
Swiss franc	32 932	24 699	5 540	8 310	33 009	25 545
Pound sterling	25 864	19 398	3 821	5 731	25 129	20 769
United States dollar (in the United States of America)[b]	45 586	34 190	6 265	9 399	43 589	37 233
United States dollar (outside the United States of America)	21 428	16 071	3 823	5 735	21 806	16 331

[a] Except for the following schools, where the United States dollar (in the United States of America) level will be applied: American School of Paris, American University of Paris, British School of Paris, European Management School of Lyon, International School of Paris, Marymount School of Paris, École Active Bilingue Victor Hugo and École Active Bilingue Jeannine Manuel.

[b] Also applies, as a special measure, for China, Hungary, Indonesia, the Russian Federation and Thailand; the American Cooperative School in Tunis (Tunisia); and the American International School of Johannesburg (South Africa).

Attendance at an educational institution outside the duty station

(i) Where the educational institution provides board, the amount shall be 75 per cent of the allowable costs of attendance and board up to the maximum amount indicated in column 1, with the maximum annual grant indicated in column 2.

(ii) Where the educational institution does not provide board, the amount shall be a flat sum as indicated in column 3, plus 75 per cent of the allowable costs of attendance up to the maximum annual grant indicated in column 2.

Attendance at an educational institution at the duty station

(iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column 1, with the maximum annual grant indicated in column 2.

(iv) Where the educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (i) or (ii) above.

Attendance at an educational institution at the primary or secondary level outside the duty station, for designated duty stations with inadequate or no educational facilities

(v) Where the educational institution provides board:

a. 100 per cent of the costs of board up to the maximum amount indicated in column 4; and

b. 75 per cent of the allowable costs of attendance and any part of the costs of board in excess of the amount indicated in column 4, with a maximum reimbursable amount as indicated in column 5.

(vi) Where the educational institution does not provide board:

a. A flat sum for board as indicated in column 4; and

b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column 5.

Appendix C

Arrangements relating to military service

(a) In accordance with section 18 (c) of the Convention on Privileges and Immunities of the United Nations, staff members who are nationals of those Member States which have acceded to that Convention shall be "immune from national service obligations" in the armed services of the country of their nationality.

(b) Any requests to Governments which have not acceded to the Convention to defer or exempt staff members from military service by reason of their employment with the United Nations shall be made by the Secretary-General and not by the staff member concerned.

(c) Staff members who have successfully passed a competitive examination and have completed one year of satisfactory service under a fixed-term appointment or who have a continuing appointment may, if called by a Member Government for military service, whether for training or active duty, be placed on special leave without pay for the duration of their required military service. Other staff members, if called for military service, shall be separated from the Secretariat according to the terms of their appointments.

(d) A staff member called for military service who is placed on special leave without pay shall have the terms of appointment maintained as they were on the last day of service before the staff member went on leave without pay. The staff member's re-employment in the Secretariat shall be guaranteed, subject only to the normal rules governing necessary reductions in force or abolition of posts.

(e) In the interpretation of staff rule 5.3 (b) the period of special leave without pay for military service shall be counted for the purpose of establishing seniority.

(f) A staff member on special leave without pay for military service shall be required to advise the Secretary-General within 90 days after release from military service if the staff member wishes to be restored to active duty with the Secretariat. The staff member shall also be required to submit a certificate of completion of military service.

(g) If a staff member, after the period of required military service, elects to continue such service or if the staff member fails to obtain a certified release therefrom, the Secretary-General will determine, on the merits of the particular case, whether further special leave without pay will be granted and whether re-employment rights shall be maintained.

(h) If the staff member's absence on special leave without pay appears likely to last six months or more, the United Nations will pay, if so requested, for transporting the staff member's spouse and dependent children to the staff member's place of entitlement and for their return travel after the staff member's return to active duty with the Secretariat, provided that the expenses involved will be counted as travel expenses related to the next home leave entitlement of the staff member.

(i) The United Nations shall not continue its contribution to the United Nations Joint Staff Pension Fund on behalf of the staff member during the staff member's absence on special leave without pay for military service.

(j) The provisions of staff rule 6.4 relating to death, injury or illness attributable to the performance of official duties on behalf of the United Nations shall not be applicable during periods of military service.

(k) The Secretary-General may, if the circumstances of the military service appear to warrant it, credit the staff member's period on special leave without pay for military service in fixing the salary step upon the staff member's return to active duty with the Secretariat.

(l) The Secretary-General may apply such of the foregoing provisions as are appropriate in the case of a staff member who, with the advance approval of the Secretary-General, volunteers for military service or requests a waiver of immunity under section 18 (c) of the Convention on Privileges and Immunities of the United Nations.

Appendix D

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations

See ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1 and ST/SGB/Staff Rules/1/Rev.7/Amend.3, issued separately

Article 16
Advisory Board on Compensation Claims

(d) The Board shall consist of:

(i) Three representatives of the Administration appointed by the Secretary-General;

(ii) Three representatives of the staff appointed by the Secretary-General on the recommendation of the Staff Committee;

who should have the necessary expertise in administrative and human resources matters.

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